



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: April 5, 2017

Re: Contract Approval for ON TO 2050 Urban Design Services

The Chicago Metropolitan Agency for Planning (CMAP) solicited proposals from highly qualified firms to provide a strong urban design perspective to the region's new comprehensive plan, [ON TO 2050](#). Now in development and slated for adoption in October 2018, the plan will present specific strategies for making our region more livable and resilient.

On February 10, 2017, a Request for Proposals (RFP) was sent to potential firms and posted to the CMAP website. The RFP responses were due on March 10, 2017, at which time CMAP received fifteen responses from qualified vendors: Adrian Smith + Gordon Gill, CannonDesign, CLUAA, Farr Associates, Gensler, Houseal Lavigne Associates, Interface Studio, The Lakota Group, Perkins + Will, PORT, Ratio Architects, Ross Barney Associates, Solomon Cordwell Buenz (SCB), Skidmore, Owings & Merrill (SOM), and UrbanLab.

Review Process

Proposals were reviewed and scored independently by three CMAP staff and a representative of the Chicago Architecture Foundation. The review team independently assessed each of the proposals according to criteria as stated in the RFP. The criteria for evaluation included the following:

1. The demonstrated record of experience of the consultant
2. Quality of Proposal
3. Approach to the project
4. The quality and relevance of the examples of similar work
5. Cost to CMAP

Interviews were conducted with the top five firms on March 27, 2017, after which the review team was allowed to revise their final scores. Table 1 shows the score of each firm that submitted a response to the RFP.

Table 1.

	Demonstrated record of experience of the consultant	Quality of proposal	Approach to project	Quality and relevance of similar work	Cost to CMAP	Totals
Max. Score	20	20	20	20	20	100
Adrian Smith + Gordon Gill	17.5	16.5	16.0	17.0	12.0 (\$150,000)	79.0
CannonDesign	12.0	17.5	16.0	12.0	16.0 (\$145,000)	73.5
CLUAA	12.0	18.0	8.0	8.0	20.0 (\$138,900)	66.0
Farr	16.0	18.0	10.0	6.5	12.0 (\$149,847)	62.5
Gensler	16.5	10.0	10.0	14.0	12.0 (\$149,600)	62.5
Houseal Lavigne	6.0	16.0	10.0	4.0	20.0 (\$140,350)	56.0
Interface Studios	14.0	14.0	14.0	10.0	14.0 (\$147,000)	66.0
Lakota	14.0	14.5	16.0	14.0	12.0 (\$149,920)	70.5
Perkins + Will	16.0	16.0	15.0	14.0	12.0 (\$149,080)	73.0
PORT	17.0	17.5	16.0	17.0	14.0 (\$147,100)	81.5
Ratio Architects	12.0	16.0	12.5	8.0	12.0 (\$149,100)	60.5
Ross Barney	16.0	12.0	12.0	12.0	12.0 (\$150,000)	64.0
SCB	16.0	16.0	10.0	10.0	12.0 (\$149,996)	64.0
SOM	17.5	16.5	16.0	16.5	14.0 (\$147,760)	80.5
UrbanLab	18.5	18.0	18.5	17.0	12.0 (\$148,800)	84.0

Recommendation for contractor selection

Based on final scores following the interviews, the review team reached a consensus to recommend the selection of UrbanLab. UrbanLab's excellence in its field was clear from their proposal and presentation. Their project management ability, conceptual approach, understanding of planning principles, and especially their visuals -- both static and animated -- stood out even among a number of other outstanding firms and proposals. The firm's size is also an excellent fit for CMAP: Not so big that our plan might get lost in the shuffle among dozens of projects, but not so small that issues of capacity or breadth of experience might be a factor. UrbanLab is also highly cost-effective due to reasonable hourly rates. CMAP will have hundreds of hours of effort from the firm's best, most respected leaders, to an extent that further set them apart from the competition.

It is recommended that the Board approve the selection of UrbanLab for the ON TO 2050 Urban Design Services project. The total cost of the contract, expiring on June 30, 2018, will not exceed \$148,800.00.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: April 5, 2017

Re: Contract Approval for Audit Services

CMAP requires that an audit of all CMAP funds be conducted annually by an independent Certified Public Accounting firm. The audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. general Accounting Offices (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act of 1984 and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of State, Local Governments and Non-Profit Organizations.

On January 30, 2017 a Request for Proposals (RFP) was sent to potential firms and posted to the CMAP website. The RFP responses were due on February 24, 2017 at which time CMAP received four responses from qualified vendors: Baker Tilly Virchow Krause, BKD, RSM US and Sikich.

Review Process

Proposals were reviewed and scored independently by two CMAP staff. The review team independently assessed each of the proposals according to criteria as stated in the RFP. The criteria for evaluation included the following:

1. Qualifications of firm in local governmental auditing
2. Qualifications of assigned staff including local governmental audit experience
3. Demonstrated understanding of the audit requirements
4. Firm's approach for conducting the audit
5. Cost to CMAP

Interviews were conducted with all four firms during the week of March 20, 2017. The review team met following the completion of the interviews to reach consensus on contractor selection. Table 1 shows the score of each firm that submitted a response to the RFP.

Table 1.

Criteria	Maximum Score	Baker Tilly	BKD	RSM	Sikich
Qualifications of firm in local government audits	20	19	19	18	19
Staff qualifications	20	18.5	17.5	15	19
Understanding of audit requirements	20	19	18	18	20
Firm's approach to conducting audit	20	18.5	18.5	17	19.5
Cost	20	19 (\$181,630)	18 (\$196,000)	20 (\$175,000)	17 (\$197,706)
Total	100	94	91	88	94.5

Recommendation for contractor selection

Following the interviews, the review team reached a consensus to recommend the selection of Sikich to continue as CMAP'S accounting firm. The review team concluded that although all four firms were well qualified in local governmental auditing and conveyed an understanding of the audit requirements, the team felt that the Sikich proposal and subsequent interview, demonstrated a more comprehensive understanding of the audit process, which was reflected in its overall score. Sikich dedicated a greater number of hours to more senior staff members, than other respondents, which the team felt was advantageous to CMAP, as a result the cost of their proposal was higher than others submitted.

It is recommended that the Board approve the selection of Sikich, LLC for audit services for three years with options for two one-year renewal contracts. Support for this contract is included in the FY17 UWP budget. The option renewal years will be dependent upon performance and the level of approved funding for this purpose. It is estimated that the services will be approximately \$ 40,000.00 each fiscal year. The maximum of the five-year contract will not exceed \$200,000.00.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: April 5, 2017

Re: Contract Approval for Leadership and Supervisory Management Training

Staff is seeking Board approval to enter into an agreement with DePaul University for leadership and supervisory management training.

On November 7, 2017, CMAP released RFP 164 Leadership and Supervisory Management Training. CMAP received no responses to the RFP. CMAP then contacted three local universities and two private business schools and requested quotes based upon the scope of services outlined in the RFP. The universities contacted were: University of Chicago, Loyola University and DePaul University; the private business schools that were contacted were Lake Forest School of Management and Dale Carnegie Training. The University of Chicago provided a price quote that was cost prohibitive. Loyola University declined to respond. The Committee reviewed the quotes and any supplemental materials provided and invited DePaul University, Lake Forest School of Management and Dale Carnegie Training to present their programs for consideration. After the interviews the Committee was most impressed with the presentation delivered by DePaul University and its recommended curriculum.

DePaul University will provide a 1-day Self-Awareness and Managerial Effectiveness session and a 2-day Fundamentals of High Performance Management Training class. In addition, DePaul will provide a Multi-Source 360-degree leadership assessment and feedback three to six months after the initial training sessions.

It is recommended that the Board approve the selection of DePaul University for the Leadership and Supervisory Management Training. The total cost for this program will not exceed \$32,100.00. Support for this project has been included in the FY17 and FY18 operating budgets.

ACTION REQUESTED: Approval



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: April 5, 2017

Re: Contract Amendment Approval for Website Development, Usability Design,
Maintenance and Support

In March 2013, CMAP issued an RFP for website development, usability, maintenance and support. In May 2013, the Board awarded the contract to Workstate, for a term of two-years with an option for three one-year renewal contracts. The maximum of the five-year contract was not to exceed \$520,000.00. In September 2014, the Board approved an amendment to the existing contract increasing the amount by \$382,000.00 for frontend website development and maintenance, increasing the not to exceed amount of the contract to \$902,000.00.

A number of ON TO 2050 projects are currently underway and staff anticipate the need for additional funding. The ON TO 2050 projects currently underway are the development of the software applications for the ON TO 2050 Kiosks to disseminate information about ON TO 2050 and receive feedback from the general public. In addition, Workstate is finalizing a custom Customer Relationship Management application (CRM) for CMAP to facilitate the marketing of the ON TO 2050 Regional Comprehensive Plan.

It is recommended that the Board approve an amendment to the existing Workstate contract to provide additional funds for \$310,000.00, for a total not to exceed contract amount of \$1,212,000.00, to allow the completion of work on existing and future ON TO 2050 related projects. The existing contract has one option year remaining that will expire on June 30, 2018.

ACTION REQUESTED: Approval



Chicago Metropolitan Agency for Planning

Agenda Item No. 5.5

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MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: April 5, 2017

Re: Sole Source Agreement for Liferay Content Management Software for the
CMAP Website

Staff is seeking Board approval to enter into a multi-year renewal agreement with Liferay, Inc. for maintenance of the Content Management System (CMS) for the CMAP website. CMAP uses Liferay to support the creation and modification of digital content within the website environment.

The current Liferay software version has been in production at CMAP since 2010 and will require an upgrade to the most recent version. Although other content management systems are available, transitioning to a new system would be prohibitively expensive. This sole source procurement is directly with the manufacturer and will allow CMAP to obtain the lowest cost possible for this software application.

It is recommended that the Board approve a 2-year renewal agreement with Liferay, Inc. for the CMS software for the CMAP website. The procurement will include licenses and support for the most recent version of the software for both the Production and Non-Production webservers. The total cost for this renewal will not exceed \$55,812.50, which reflects a 5-percent multi-year discount.

ACTION REQUESTED: Approval

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